



County of Sonoma

State of California

Date: April 22, 2025

Item Number: _____

Resolution Number: _____

☐ 4/5 Vote Required

Resolution of the Board of Supervisors of the County of Sonoma, State of California, Amending the Department Allocation List of the Department of Public Infrastructure by Deleting 2.0 Full-Time Equivalent Office Assistant II Allocations and Adding 1.0 Full-Time Equivalent Senior Office Assistant and 1.0 Full-Time Equivalent Administrative Aide, Effective April 22, 2025.

Whereas, the staffing needs of the Department of Public Infrastructure have increased; and

Whereas, the Transit Division is requesting approval to delete 2.0 vacant Full-Time Equivalent (FTE) Office Assistant IIs and add a 1.0 FTE Senior Office Assistant and add 1.0 FTE Administrative Aide to better align positions with the operational needs of the department; and

Whereas, the Human Resources Department has reviewed the job duties of the positions and determined that the job classification changes are appropriate; and

Now, Therefore, Be It Resolved that the Department Allocation List of Department of Public Infrastructure is hereby revised as follows, effective April 22, 2025.

Budget Index	Job Class	Class Title	Existing Positions In Class	Change in Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
34040101	0002	Office Assistant II	2.0	(2.0)	0	Ongoing	2581
34040101	0003	Senior Office Assistant	1.0	1.0	2.0	Ongoing	2896
34040101	0810	Administrative Aide	0	1.0	1.0	Ongoing	3710

Supervisors:

Hermosillo:

Rabbitt:

Coursey:

Gore:

Hopkins:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.